

Registration Information for Leadership for Results and FrontLine Leadership Courses May – November 2003

Schedule

Please note the occupational category at which each class is aimed.

- Leadership for Results: professional supervisors—BU 13
 - Session 1 (MIST code: LRP1, FY 03)
 - 8:00 – 4:00 on the following dates:
May 21, 28; Jun 4, 12, 18, 25; Jul 2, 9, 16
 - Location: room 1403, State Office Tower, 235 S. Beretania Street
 - Session 2 (MIST code: LRP1, FY 04)
 - 8:00 – 4:00 on the following dates:
Sep 11, 18, 25; Oct 2, 9, 16, 23, 30; Nov 6
 - Location: Campus Center room 220, 2465 Campus Road,
U.H.-Manoa (parking is \$3 in the U.H. parking structure)
- Leadership for Results: white collar supervisors—BU 4
 - Session 1 (MIST code: LRW1, FY 03)
 - 8:00 – 4:00 on the following dates:
Jun 2, 9, 16, 23, 30; Jul 7, 14, 21, 28
 - Location: Campus Center room 220, 2465 Campus Road,
U.H.-Manoa (parking is \$3 in the U.H. parking structure)
 - Session 2 (MIST code: LRW1, FY 04)
 - 8:00 – 4:00 on the following dates:
Sep 2, 9, 16, 23, 30; Oct 7, 14, 21, 28
 - Location: room 1403, State Office Tower, 235 S. Beretania Street
- Leadership for Results: blue collar supervising foremen*—BU 2 or 4
 - Session 1 (MIST code: LRB1, FY 04)
 - 7:30 – 3:30 on the following dates:
Jul 11, 18, 25; Aug 1, 8, 14, 22, 29; Sep 5
 - Location: Hoomaluhia Botanical Gardens, Visitor Center, Kaneohe
(Park at the Visitor Center)
- FrontLine Leadership: blue collar foremen—BU 2
 - Session 1 (MIST code: FLL1, FY 03)
 - 7:30 – 3:30 on the following dates:
May 23, 30; Jun 6, 13, 20, 27; Jul 3, 11, 18, 25
 - Location: room 1403, State Office Tower, 235 S. Beretania Street

* "Supervising foremen" are supervisors of full-time foremen.

- Session 2 (MIST code: FLL1, FY 04)
 - 7:30 – 3:30 on the following dates:
Sep 3, 10, 17, 24; Oct 1, 8, 15, 22, 29; Nov 5
 - Location: Wastewater Treatment Plant, 1350 Sand Island Parkway, Administration Building, second floor, training room (Go over Sand Island Bridge and follow the road along a sweeping left. The Wastewater Treatment Plant is on the right. The visitor's parking lot is Ewa of the Administration Building.)

Registration

The cost for Leadership for Results (LFR) is \$700 per participant; the cost for FrontLine Leadership (FLL) is \$500 per participant. Registration will be done through the MIST.

So that all participants will feel comfortable in the frank discussions that are a regular part of the classroom activities, we ask that employees in the same chain of command not be enrolled in the same class. We also ask that only persons who are actually supervising employees at the current time be enrolled in the course.

Due to the highly interactive teaching methodology used to conduct this training, each session will be limited to either 15 or 18 participants.

The deadline for registration is 15 working days before the first day of the class. It is important that participants be registered by this date since class materials need to be ordered from the Mainland.

To gain the maximum benefit from LFR and FLL, it is vital that participants attend all meetings of the courses. We recognize, however, that emergencies may arise which make it impossible for participants to attend a meeting. To allow for this, participants may miss one meeting (two modules) of a course and make it up at the next offering of the course, except that no absences will be permitted from the first meeting of each class. Participants missing more than one meeting or the first day of class will be dropped from the course.

Persons having special needs (e.g., sign language interpreter, large print materials) should call the Training Branch at 587-1050 to discuss arrangements as soon as registration is confirmed.

Please call Carol Maeda at 587-1050 with questions about registration; call Cassie Adachi at 587-1049 or Mark Epstein at 587-1058 with questions about the content of the program or the teaching methodology.